# REPORT OF THE AUDIT OF THE BRACKEN COUNTY FISCAL COURT

For The Fiscal Year Ended June 30, 2002



#### EDWARD B. HATCHETT, JR. AUDITOR OF PUBLIC ACCOUNTS www.kyauditor.net

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#### **EXECUTIVE SUMMARY**

### AUDIT EXAMINATION OF THE BRACKEN COUNTY FISCAL COURT

### For The Fiscal Year Ended June 30, 2002

The Auditor of Public Accounts has completed the Bracken County Fiscal Court audit for fiscal year ended June 30, 2002. We have issued an unqualified opinion on the financial statements taken as a whole. Based upon the audit work performed, the financial statements are presented fairly in all material respects.

#### **Financial Condition:**

Fund balances decreased by \$12,962 from the beginning of the year, resulting in a cash surplus of \$1,064,983 as of June 30, 2002.

#### **Debt Obligations:**

Capital lease principal agreements totaled \$54,002 as of June 30, 2002. Future principal and interest payments of \$56,409 are needed to meet these obligations.

#### **Deposits:**

The fiscal court's deposits were insured and collateralized by bank securities or bonds.

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### EDWARD B. HATCHETT, JR. AUDITOR OF PUBLIC ACCOUNTS

To the People of Kentucky
Honorable Paul E. Patton, Governor
Gordon C. Duke, Secretary
Finance and Administration Cabinet
Dana Mayton, Secretary, Revenue Cabinet
Honorable Lovell Dwayne Jett, Former Bracken County Judge/Executive
Honorable Leslie L. Newman, Bracken County Judge/Executive
Members of the Bracken County Fiscal Court

#### **Independent Auditor's Report**

We have audited the accompanying statement of assets, liabilities, and equity balances arising from cash transactions of Bracken County, Kentucky, as of June 30, 2002, and the related statement of cash receipts, cash disbursements, and changes in cash balances for the year then ended. These financial statements are the responsibility of the Bracken County Fiscal Court. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, and the Audit Guide for Fiscal Court Audits issued by the Auditor of Public Accounts, Commonwealth of Kentucky. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, Bracken County, Kentucky, prepares its financial statements on a prescribed basis of accounting that demonstrates compliance with the modified cash basis and laws of Kentucky, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

In our opinion, the financial statements referred to above present fairly, in all material respects, the assets, liabilities, and fund balances arising primarily from cash transactions as of June 30, 2002 of Bracken County, Kentucky, and the revenues received and expenditures paid for the year then ended, in conformity with the modified cash basis of accounting.



To the People of Kentucky
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In accordance with <u>Government Auditing Standards</u>, we have also issued our report dated June 13, 2003 on our consideration of Bracken County, Kentucky's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with <u>Government Auditing Standards</u> and should be read in conjunction with this report in considering the results of our audit.

The accompanying financial information listed as supporting schedules in the table of contents is presented for purposes of additional analysis and is not a required part of the financial statements of Bracken County, Kentucky. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

Respectfully submitted,

Edward B. Hatchett, Jr. Auditor of Public Accounts

Audit fieldwork completed - June 13, 2003

#### **BRACKEN COUNTY OFFICIALS**

#### For The Fiscal Year Ended June 30, 2002

#### **Fiscal Court Members:**

Lovell Dwayne Jett County Judge/Executive

Matthew Clark Hennessey, Jr. Magistrate Elmer Lee Jones Magistrate Gilbert Todd, Jr. Magistrate Magistrate Leslie Newman Neil A. Brumey Magistrate David Kelsch Magistrate Magistrate Scotty Lippert, Jr. Judith Cooper Magistrate

#### **Other Elected Officials:**

Edward J. Rudd County Attorney

Davic Sticklen Jailer

Karen Rumford County Clerk

Catherine Rigg Circuit Court Clerk

Mike Nelson Sheriff

Steve Thornsbury Property Valuation Administrator

John G. Parker Coroner

#### **Appointed Personnel:**

Judith F. Brothers County Treasurer

Tina K. Hargett Finance Officer

### STATEMENT OF ASSETS, LIABILITIES, AND EQUITY ARISING FROM CASH TRANSACTIONS

#### BRACKEN COUNTY STATEMENT OF ASSETS, LIABILITIES, AND EQUITY ARISING FROM CASH TRANSACTIONS

June 30, 2002

	Governmental Fund Types		Totals			
		overnmenta	11 Fun	a Types	(Mem	orandum Only)
		General		Special Revenue		
Assets and Other Resources						
Assets						
Cash and Cash Equivalents	\$	848,463	\$	216,520	\$	1,064,983
Total Assets	\$	848,463	\$	216,520	\$	1,064,983
Other Resources						
Amounts to Be Provided In Future Years for:						
Capital Lease	\$	54,002			\$	54,002
Total Other Resources	\$	54,002	\$	0	\$	54,002
Total Assets and Other Resources	\$	902,465	\$	216,520	\$	1,118,985

BRACKEN COUNTY STATEMENT OF ASSETS, LIABILITIES, AND EQUITY ARISING FROM CASH TRANSACTIONS June 30, 2002 (Continued)

						Totals
	Governmental Fund Types			(Mem	orandum Only)	
		General		Special Revenue		
Liabilities and Equity						
<u>Liabilities</u>						
Capital Lease	\$	54,002	\$		\$	54,002
Total Liabilities	_\$_	54,002	\$	0	\$	54,002
Equity						
Fund Balances:						
Reserved	\$	102,648	\$		\$	102,648
Unreserved		745,815		216,520		962,335
Total Equity	\$	848,463	\$	216,520	\$	1,064,983
Total Liabilities and Equity	\$	902,465	\$	216,520	\$	1,118,985

#### STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN CASH BALANCES

## BRACKEN COUNTY STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN CASH BALANCES

For The Fiscal Year Ended June 30, 2002

	General Fund Type							
Cash Receipts	General Fund			oad and Bridge Fund	J	ail Fund	Local Government Economic Assistance Fund	
Schedule of Operating Revenue	\$	1,004,952	\$	785,793	\$	44,798	\$	34,776
Other Financing Sources:								·
Transfers In		1,082				78,500		
Kentucky Advance Revenue Program		177,300						
Total Cash Receipts	\$	1,183,334	\$	785,793	\$	123,298	\$	34,776
Cash Disbursements								
Comparative Schedule of Final Budget								
and Budgeted Expenditures	\$	886,902	\$	826,503	\$	127,346	\$	30,922
Transfers Out		78,500						
Other Financing Uses:								
Capital Lease:								
Principal Paid		25,349						
Kentucky Advance Revenue Program								
Repaid		177,300						
			_		_		_	
Total Cash Disbursements	\$	1,168,051	\$	826,503		127,346	\$	30,922
Evenes (Deficiency) of Coch Beneints								
Excess (Deficiency) of Cash Receipts Over (Under) Cash Disbursements	\$	15,283	\$	(40,710)	\$	(4,048)	\$	3,854
Cash Balance - July 1, 2001	ψ	494,719	φ	359,985	Ψ	5,233	Ψ	3,834 14,147
Cash Balance - July 1, 2001		<del>+/+,/17</del>		337,703		2,433		17,17/
Cash Balance - June 30, 2002	\$	510,002	\$	319,275	\$	1,185	\$	18,001

#### BRACKEN COUNTY STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND CHANGES IN CASH BALANCES For The Fiscal Year Ended June 30, 2002 (Continued)

#### Special Revenue Fund Type

Sta	ite Grants Fund	 Special Fund	C	Senior Litizens Fund	(M	Totals emorandum Only)	
\$	120,000	\$ 1,082	\$	4,234	\$	1,995,635	
						79,582 177,300	
\$	120,000	\$ 1,082	\$	4,234	\$	2,252,517	
\$	107,059	\$ 1,082	\$	4,516	\$	1,983,248 79,582 25,349 177,300	
\$	107,059	\$ 1,082	\$	4,516	\$	2,265,479	
\$	12,941 140,000	\$ 45,147	\$	(282) 18,714	\$	(12,962) 1,077,945	
\$	152,941	\$ 45,147	\$	18,432	\$	1,064,983	

### BRACKEN COUNTY NOTES TO FINANCIAL STATEMENTS

June 30, 2002

#### Note 1. Summary of Significant Accounting Policies

#### A. Reporting Entity

The financial statements of Bracken County include the funds, agencies, boards, and entities for which the fiscal court is financially accountable. Financial accountability, as defined by Section 2100 of the GASB Codification of Governmental Accounting and Financial Reporting Standards, as amended by GASB 14, was determined on the basis of the government's ability to significantly influence operations, select the governing authority, participate in fiscal management and the scope of public service. Based upon the application of the criteria stated in GASB 14, there are no component units which merit consideration as part of the reporting entity.

#### Additional - Bracken County Constitutional Elected Officials

- Circuit Court Clerk
- County Attorney
- County Clerk
- County Sheriff
- Property Valuation Administrator

The Kentucky constitution provides for election of the above officials from the geographic area constituting Bracken County. Pursuant to state statute, these officials perform various services for the Commonwealth of Kentucky, its judicial courts, the fiscal court, various cities and special districts within the county, and the board of education. In exercising these responsibilities, however, they are required to comply with state laws. Audits of their financial statements are issued separately and individually and can be obtained from their respective administrative offices.

#### B. Fund Accounting

Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities. The government uses funds to report on its financial position and the results of its operations. A fund is a separate accounting entity with a self-balancing set of accounts. Bracken County Fiscal Court's fund types, a definition of each, and county funds included within each fund type are listed below.

#### 1) General Fund Type

General Fund Type accounts for all financial resources except those required to be accounted for in another fund type. The Bracken County General Fund Type includes the following county funds: General Fund, Road and Bridge Fund, Jail Fund, and the Local Government Economic Assistance Fund (LGEA).

BRACKEN COUNTY NOTES TO FINANCIAL STATEMENTS June 30, 2002 (Continued)

#### Note 1. Summary of Significant Accounting Policies (Continued)

#### B. Fund Accounting (Continued)

#### 2) Special Revenue Fund Type

Special Revenue Fund Type accounts for the proceeds of specific revenue sources that are legally restricted to expenditures for the specified purpose. The Bracken County Special Revenue Fund Type includes the following county funds: State Grants Fund, Community Development Block Grant Fund (CDBG), Special Fund and the Senior Citizens Fund.

#### C. Basis of Accounting

For all fund types, the county utilizes a modified cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. Under this basis of accounting, assets, liabilities, and related revenues and expenditures are recorded when they result from cash transactions, with a few exceptions. This modified cash basis recognizes revenues when received and expenditures when paid. Long-term receivables, long-term obligations and amounts to be provided in future years to retire debt are recorded in the financial statements. The amount to be provided in future years to retire debt is offset by any cash or cash equivalents held by the county in a bond or debt service fund.

The State Local Finance Officer does not require the county to maintain a general fixed assets group of accounts; therefore the value of the county's fixed assets are not included in the financial statements. These fixed assets include buildings, equipment and land that are owned by the county.

#### D. Legal Compliance - Budget

The Bracken County budget is adopted on a cash basis of accounting and according to the laws of Kentucky as required by the State Local Finance Officer. The County Judge/Executive is required to submit estimated receipts and proposed expenditures to the fiscal court by May 1 of each year. The budget is prepared by fund, function, and activity and is required to be adopted by the fiscal court by July 1.

The fiscal court may change the original budget by transferring appropriations at the activity level; however, the fiscal court may not increase the total budget without approval by the State Local Finance Officer. Expenditures may not exceed budgeted appropriations at the activity level.

BRACKEN COUNTY NOTES TO FINANCIAL STATEMENTS June 30, 2002 (Continued)

Note 1. Summary of Significant Accounting Policies (Continued)

#### E. Cash and Investments

Cash includes amounts in bank accounts, and investments are stated at cost. Investments may include certificates of deposit on the financial statements; however, for the purpose of disclosing credit risk (Note 3), investments exclude certificates of deposit.

KRS 66.480 authorizes the county to invest in the following, including but not limited to, obligations of the United States and of its agencies and instrumentalities, obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

#### Note 2. Employee Retirement System

The county has elected to participate in the County Employees Retirement System (CERS), pursuant to KRS 78.530 administered by the Board of Trustees of the Kentucky Retirement Systems. This is a multiple-employer public retirement system which covers all eligible full-time employees. Benefit contributions and provisions are established by statute. Nonhazardous covered employees are required to contribute 5 percent of their salary to the plan. The county's contribution rate for nonhazardous employees was 6.41 percent.

Benefits fully vest on reaching five years of service for nonhazardous employees. Aspects of benefits for nonhazardous employees include retirement after 27 years of service or age 65.

Historical trend information showing the CERS' progress in accumulating sufficient assets to pay benefits when due is presented in the Kentucky Retirement Systems' annual financial report.

#### Note 3. Deposits

The county maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC). According to KRS 66.480(1)(d) and KRS 41.240(4), the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount of public funds on deposit at all times. In order to be valid against the FDIC in the event of failure or insolvency of the depository institution, this pledge or provision of collateral should be evidenced by an agreement between the county and the depository institution, signed by both parties, that is (a) in writing, (b) approved by the board of directors of the depository institution or its loan committee, which approval must be reflected in the minutes of the board or committee, and (c) an official record of the depository institution. These requirements were met, and as of June 30, 2002, the county's deposits were fully insured or collateralized at a 100% level with collateral of either pledged securities held by the county's agent in the county's name, or provided surety bond which named the county as beneficiary/obligee on the bond.

BRACKEN COUNTY NOTES TO FINANCIAL STATEMENTS June 30, 2002 (Continued)

#### Note 4. Capital Lease Agreement

The Bracken County Fiscal Court is committed to a lease agreement with the Kentucky Association of Counties Leasing Trust (KACoLT) for equipment to be used in the county's 911 system. This agreement requires an initial monthly payment of \$2,877 and 59 payments of \$2,352, to be completed on June 30, 2004. The principal balance was \$54,002 as of June 30, 2002.

Fiscal Year Ended June 30	 cheduled Interest	Scheduled Principal		
2003 2004	\$ \$ 1,774 633		26,459 27,543	
Totals	\$ 2,407	\$	54,002	

Note 5. Operating Lease

The Bracken County Fiscal Court is committed to a lease agreement with Modern Office Methods for a copier in the County Judge/Executive's office. The county entered into the agreement on March 9, 2000. The terms of the agreement require 42 monthly payments of \$223. The balance was \$3,117 as of June 30, 2002.

#### Note 6. Insurance

For the fiscal year ended June 30, 2002, Bracken County was a member of the Kentucky Association of Counties' All Lines Fund (KALF). KALF is a self-insurance fund and was organized to obtain lower cost coverage for general liability, property damage, public officials' errors and omissions, public liability, and other damages. The basic nature of a self-insurance program is that of a collectively shared risk by its members. If losses incurred for covered claims exceed the resources contributed by the members, the members are responsible for payment of the excess losses.

#### Note 7. Subsequent Event

On August 21, 2002, Bracken County Fiscal Court entered in to a lease agreement with Kentucky Association of Counties Leasing Trust, in the amount of \$696,000, for building an addition to the courthouse and for acquiring a wheel loader. The lease requires monthly interest payments beginning on September 20, 2002, and yearly principal payments beginning on January 20, 2003. The lease agreement terminates on January 20, 2017.



### COMPARATIVE SCHEDULE OF BUDGETED TO ACTUAL OPERATING REVENUE

## BRACKEN COUNTY COMPARATIVE SCHEDULE OF BUDGETED TO ACTUAL OPERATING REVENUE

#### For The Fiscal Year Ended June 30, 2002

Budgeted Funds	C	Budgeted Operating Revenue	Actual Operating Revenue	Over (Under) Budget
General Fund Type				
General Fund Road and Bridge Fund Jail Fund Local Government Economic Assistance Fund	\$	552,741 664,758 127,405 26,993	\$ 1,004,952 785,793 44,798 34,776	\$ 452,211 121,035 (82,607) 7,783
Special Revenue Fund Type				
State Grants Fund Community Development Block Grant Fund Special Fund Senior Citizens Fund		235,000 14,072 4,000 4,050	120,000 1,082 4,234	(115,000) (14,072) (2,918) 184
Totals	\$	1,629,019	\$ 1,995,635	\$ 366,616
Reconciliation				
Total Budgeted Operating Revenue Above Add: Budgeted Prior Year Surplus Less: Other Financing Uses				\$ 1,629,019 1,098,957 (25,350)
Total Operating Budget Per Comparative Schedule Of Final Budget and Budgeted Expenditures				\$ 2,702,626





### BRACKEN COUNTY SCHEDULE OF OPERATING REVENUE

For The Fiscal Year Ended June 30, 2002

#### GOVERNMENTAL FUND TYPES

Revenue Categories	Totals (Memorandum Only)		General Fund Type		R	Special Revenue and Type
Taxes	\$	695,601	\$	695,601	\$	
In Lieu Tax Payments		217		217		
Excess Fees		20,688		20,688		
Licenses and Permits		2,096		2,096		
Intergovernmental Revenues		1,170,449		1,050,449		120,000
Charges for Services		15,791		15,791		
Miscellaneous Revenues		71,465		67,469		3,996
Interest Earned		19,328		18,008		1,320
Total Operating Revenue	\$	1,995,635	\$	1,870,319	\$	125,316



### COMPARATIVE SCHEDULE OF FINAL BUDGET AND BUDGETED EXPENDITURES

## BRACKEN COUNTY COMPARATIVE SCHEDULE OF FINAL BUDGET AND BUDGETED EXPENDITURES

For The Fiscal Year Ended June 30, 2002

	GENERAL FUND TYPE					
Expenditure Categories		Final Budget		Budgeted spenditures		Under (Over) Budget
General Government Protection to Persons and Property General Health and Sanitation Social Services Recreation and Culture Roads	\$	376,821 311,565 62,433 2,200 153,400 971,864	\$	312,702 277,728 56,962 144,765 789,294	\$	64,119 33,837 5,471 2,200 8,635 182,570
Bus Service Capital Projects Administration		18,000 5,000 454,500		16,007 4,032 270,183		1,993 968 184,317
Total Operating Budget - General Fund Type	\$	2,355,783	\$	1,871,673	\$	484,110
Other Financing Uses: Capital Lease Agreement- Principal on Lease		25,350		25,349		1
TOTAL BUDGET - GENERAL FUND TYPE	\$	2,381,133	\$	1,897,022	\$	484,111
		SPECIAI	L REV	VENUE FUN	ND T	YPE
Expenditure Categories		Final Budget		Budgeted spenditures		Under (Over) Budget
General Government General Health and Sanitation Administration	\$	236,000 44,072 66,771	\$	81,575 30,000	\$	154,425 14,072 66,771
TOTAL BUDGET - SPECIAL REVENUE FUND TYPE	\$	346,843	\$	111,575	\$	235,268



REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS



### EDWARD B. HATCHETT, JR. AUDITOR OF PUBLIC ACCOUNTS

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Members of the Bracken County Fiscal Court

Report On Compliance And On Internal Control Over Financial Reporting Based On An Audit Of Financial Statements Performed In Accordance With Government Auditing Standards

We have audited the financial statements of Bracken County, Kentucky, as of and for the year ended June 30, 2002, and have issued our report thereon dated June 13, 2003. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in <u>Government Auditing Standards</u> issued by the Comptroller General of the United States.

#### Compliance

As part of obtaining reasonable assurance about whether Bracken County's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under <u>Government Auditing Standards</u>.

#### Internal Control Over Financial Reporting

In planning and performing our audit, we considered Bracken County's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.



Report On Compliance And On Internal Control Over Financial Reporting Based On An Audit Of Financial Statements Performed In Accordance With Government Auditing Standards (Continued)

This report is intended solely for the information and use of management and is not intended to be, and should not be, used by anyone other than the specified party.

Respectfully submitted,

Edward B. Hatchett, Jr. Auditor of Public Accounts

Audit fieldwork completed - June 13, 2003

### CERTIFICATION OF COMPLIANCE - LOCAL GOVERNMENT ECONOMIC ASSISTANCE PROGRAM

#### BRACKEN COUNTY FISCAL COURT

For The Fiscal Year Ended June 30, 2002

#### CERTIFICATION OF COMPLIANCE

#### LOCAL GOVERNMENT ECONOMIC ASSISTANCE PROGRAM

#### BRACKEN COUNTY FISCAL COURT

For The Fiscal Year Ended June 30, 2002

The Bracken County Fiscal Court hereby certifies that assistance received from the Local Government Economic Assistance Program was expended for the purpose intended as dictated by the applicable Kentucky Revised Statutes.

Jovell Dwayne Jett
County Judge/Executive

Ludid Luth Ludith Brothers County Treasurer